JOINT CAPITAL PLANNING COMMITTEE MINUTES
March 12, 2009

The meeting was called to order at 12:20 p.m. in the Town Room, Town Hall.

Present: Doug Slaughter, Diana Stein, Molly Turner, Elaine Brighty, Stephanie O'Keeffe

Absent: Kathleen Anderson, Kay Moran, Pat Holland

Others Present: Assistant Town Manager/Finance Director John Musante, Director of Information Technology for the Town Kris Pacunas, Director of Information Services for the Schools Jerry Champagne, Walter Wolnik

Minutes: The minutes of February 26, 2009 were approved. The minutes of March 5, 2009 were corrected and approved.

A) Pacunas reviewed the Information Technology requests for the town departments for FY10, per the background materials provided to JCPC.

1) Information Technology requests**:**
- Infrastructure Replacements for $123,000. This is an annual request to cover the replacement of computers, printers, switchers, servers, etc. This is the highest priority request and is vital to day-to-day service in every department. This amount funds the ongoing replacement work which takes the full year to accomplish. Computers are the largest portion of the request, and the plan calls for replacing computers on a five year cycle.
- Back-up Power System for Server Room for $20,000. This request for a generator is very important to protect data, but a smaller amount of money would purchase a battery back-up for just the server room.
- Virtual Desktop Infrastructure Systems for $46,000. This will allow IT to work anywhere, and workers will be less limited by which software is installed in particular computers. Pacunas predicts this will save costs in the future.
- Wireless Systems Upgrades for $38,000. The public system is heavily used and needs some maintenance/repairs. It was originally funded in partnership with UMASS but no more money is available.
- Document Scanning for $35,000. This annual request is to continue the many year process of digitizing and indexing all of the town's scanned records. Town Hall has lots of sole source documents that need to be protected this way. This will increase accessibility and thereby productivity.

2) Department Requests:
- GIS Ortho-photography Flyover for $40,000. Combined with the $40,000 appropriated in FY09, this will complete the two year process that the town is committed to. Some amount of funding will come from partnership with UMASS and Amherst College. Water and sewer enterprise funds are also contributing money for this.

- MUNIS Business Licenses for $20,000. This will move the business licenses onto one data base the same way that the town converted the software for permitting and inspections onto MUNIS last year. The appropriation last year wasn't sufficient to do this aspect as well, and Pacunas said this is very important.
- Parking Garage Cameras and Servers for $50,000.   The server for the current cameras in the garage is not functioning and needs replacement for $5000. Pacunas mentioned associated safety, crime solving, and possible liability issues. The total request also includes adding cameras in the stairwell and elevator, which is expensive because of the type of conduit needed to meet code. The current cameras would also be converted to digital ones. Musante will check on the liability issue and whether funding for cameras could come from the Transportation fund.
- Town Buildings Door Access for $35,000. This will convert the existing key access into Town Hall, Bangs, Munson, etc. to card access. The conversion will use a lot of equipment that was donated by Amherst College when it changed its card entry system. (This was also described by Ron Bohonowicz in his presentation to JCPC on facility requests.)
- Cherry Hill Fiber Optic Connection for $8,500. Most of the town buildings are connected with fiber optics. A connection to Cherry Hill would allow it to communicate with the town technology infrastructure and with LSSE computers.
- GIS Database Maintenance for $25,000. This request is to digitize paper documents and various old records into useful data for GIS.

3) Copier request:
- Copier Replacement for $18,000. This replacement will probably be one high volume, color copier for Town Hall. The replacement plan is still being worked out, with replaced copiers being moved into other offices. Printing, scanning, and faxing are now consolidated onto the copiers.

4) Library Requests:
- Infrastructure Replacements for $25,000. This is an annual request to cover replacement of computers, printers, copiers, etc. in the libraries.
- Public Disability Access Computer for $10,000. This is needed to serve disabled library patrons, especially those with visual and mobility disabilities. O'Keeffe asked Musante to check if this request might be eligible for CDBG (Community Development Block Grant) funding.

Pacunas indicated that the highest priorities in the four areas were the infrastructure replacements, the GIS flyover, the MUNIS building licenses, the copier, and both of the library requests.

B) Champagne reviewed the Information Services requests for the Amherst School District for FY10, per the background materials provided to JCPC.

Slaughter recused himself from participating in this discussion because Champagne is his boss.

1) Technology Infrastructure Requests:

- Technology Infrastructure Replacements for $32,200. The request is low this year compared to the normal annual request because the cost of some items in the previous year were lower due to increased competition on bids; therefore, FY09 money can be used to purchase replacement computers and other items at the end of this year. Computers are on a five year replacement cycle, but the equipment lasts longer because it is passed down to other users. The funding is for replacement of monitors, data projectors, hard drives, extended warranties, etc. Two servers will be replaced for $12,000.

2) Telecommunications Equipment Request:

- Phone System Infrastructure Replacement for $24,000. This request replaces the current call processor that requires 45 minutes to reboot with a new one that will take only 5 to 10 minutes to reboot. The old system will then serve as backup. The school phone system works over IP and serves all school buildings except Pelham School. The maintenance contract is $4000 of the request.

Champagne indicated that the highest priorities were both items that are on the list. The phone infrastructure affects safety and the technology infrastructure is required to keep everything running and to address maintenance during this year.

Musante provided a handout outlining the funds available to fund capital requests depending on the percentage of the levy chosen for the capital budget. He suggested members be aware that JCPC may need to think about spending $300,000 to $500,000 less than we'd thought about for FY10 in last year's 5 year plan.

Next week, CPAC will review their recommendations with JCPC, and Musante will provide the first look at the impact of funding the top priority requests for FY10.

The meeting adjourned at 1:55 p.m.

Elaine Brighty, Acting Clerk